



TEA BOARD OF KENYA

Realizing the Tea Promise

MINUTES FOR THE PRE-BIDDER CONFERENCE ON TENDER NO: TBK/OT/15/2022-2023, SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF MACHINERY FOR THE INCUBATION CENTER FOR SPECIALITY, AND VALUE-ADDED TEAS (RE-ADVERTISED) AND SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF LABORATORY EQUIPMENT FOR THE TEA BOARD OF KENYA LABORATORY IN MOMBASA: TBK/OT/16/2022-2023

Preliminaries

Venue: Tea Board of Kenya Conference Hall, Ground Floor, Tea House, Naivasha Road Nairobi.

Date and Time: JUNE 9th, 2023, 11.00 am.

Agenda:

1. Introduction
2. Acquaintance with the tender procedures
3. Questions and answers.

Attendance

Present

Pre-Bid officials

NAME	ORGANIZATION
1. Willy K. Mutai	Tea Board of Kenya
2. Julius King'oo	Tea Board of Kenya
3. Dr. Simon Ochanda	KALRO-Tea Research Institute
4. Victor Ngeno	KALRO-Tea Research Institute
5. Doreen Mutheu	Tea Board of Kenya
6. Maxwell Muchiri	Tea Board of Kenya



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Bidder Representative

NAME	ORGANIZATION
1. Ruth Mwikali	Nesvax Innovations Limited
2. Samwel Njagi	Aquachem Technologies
3. Alexander Musembi	Joshansen & Soehne East Africa Limited
4. Abraham Rono	Nesvax Innovations
5. James Kaloki	Grodan Enterprises
6. Mwenda Mworira	Achelis Kenya
7. Isaac Mukabu	Gloder Enterprises
8. Isaac Mukabu	Digital Discovery Enterprises
9. Isaac Mukabu	Angel Maria Ventures
10. Simon Kibe	Labtec Electronic
11. Austine Imbuchi	Geoscintex
12. Itonga Joseph	Chemoquip Ltd
13. Mildred Nandabi	Vision Scientific
14. Peter Kagiri	DLA Scientific Ltd
15. Dan Ochieng	Faram East Africa Ltd

Min 01 TBK/OT/15&16/2022-2023: Introduction

The Pre-bid meeting commenced at 11:00 am at the Tea Board of Kenya conference hall, Tea House, Naivasha Road, Nairobi.

Tea Board of Kenya opened the meeting with a brief introduction of all members present and a brief overview of the tenders, which stated that the pre-bidder



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conference was optional thus no penalties would be incurred for lack of attendance.

Min 02 TBK/OT/15&16/2022-2023: Acquaintance with the tender procedures

TBK then proceeded to provide information on the above-mentioned Tender:

1. Location for supply, delivery, installation, testing and commissioning of machinery for incubation center for specialty and value-added teas (re-advertised): TBK/OT/15/2022-2023 would be at Tea Research Institute Kericho. Delivery and installation are expected at the site/ location. The schematic drawing/ layout of the building is as indicated in the Tender document.
2. The location for supply, delivery, installation, testing and commissioning of laboratory equipment for the Tea Board of Kenya Laboratory in Mombasa: TBK/OT/16/2022-2023 would to be delivered at Tea House in Mombasa, and that compliance with the Mandatory and Technical requirements was similar to the Incubation Center requirements.
3. The manufacturer's brochure should be in English, not any other language, as stated in Tender Document.
4. Tea Board emphasized the importance of complying with the instructions given in the Tender document to avoid disqualification. The below points were indicated on filling out the tender document:
 - i. The tender document should maintain its original appearance, with supporting documents following after
 - ii. Pagination of the document should be continuous from the first page of the tender document to the last page of the attachment, i.e. no annexes, the numbers should be continuous
 - iii. For key personnel, ensure they have a written and signed letter owning their CV as it is a mandatory requirement in the Tender document
 - iv. Ensure the mandatory forms in the tender are duly filled, signed and stamped to avoid disqualification.
 - v. For any joint venture, all mandatory documents should be in duplicate, i.e., one copy for the local firm and the second copy for the second firm.
 - vi. A bid security of Kes. 400,000 shall be attached from a reputable bank.



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- vii. No late bids will be accepted, so bidders should deliver all the required documents before the deadline. Electronic bids will not be accepted as per requirements in the Tender document.
- viii. All Queries and Questions should be emailed to info@teaboard.or.ke.

Further, the bidders were able to seek clarification on the Tender and specifications. The below questions were addressed by the Tea Board of Kenya.

Min 03 TBK/OT/15&16/2022-2023: Questions (Q) & Answers (A)

1. **Questions and answers for Supply, delivery, installation, testing and commissioning of machinery for incubation centre for specialty and value-added teas (Re-advertised): TBK/OT/15/2022-2023**

Q1. Regarding the tender security, can one provide insurance for the tender instead of providing the tender security?

A1. NO. A bidder should only provide a tender security from a reputable bank.

Q2. If the tax compliance certificate expires a day before the scheduled date to opening of the tenders, will the expired certificate be acceptable?

A2. NO, the tax compliance certificate should be valid as per the mandatory requirements.

Q3. When the tender document is printed and there are no provided spaces to answer some questions, can it be modified to create space for filling in?

A3. YES, provided the tender document maintains the original format there will be no disqualification.

Q4. What is a reputable bank?

A4. A reputable bank is a bank that is compliant and cleared by the CBK to operate in Kenya.



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2. Questions and answers for Supply, delivery, installation, testing and commissioning of laboratory equipment for the Tea Board of Kenya laboratory in Mombasa: TBK/OT/16/2022-2023

Q1. For Item number 7 Muffle Furnace: We request the Board to confirm the exact minimum and maximum operating temperature range. As in the tender document it is mentioned as Maximum operating temperature 1400-3000°C, which has a huge difference in minimum and maximum temperature ranges, and we believe is unrealistic. However, the Maximum operating temperature 3000°C is produced on a special demand which has a long delivery period and is based on the application.

A1. Maximum operating temperature 1400-3000°C

Q2. For Item number 18 Micro pipettes (Automatic), kindly advise on how costing should be done

A2. Kindly be guided and quote as below, Tips are quoted separately as per schedule 19

(a) 0.55-10 μ L, (2 Pcs)

(b) 10-100 μ L, (2 Pcs)

(c) 100-1000 μ L (2 Pcs)

(d) 1000-5000 μ L (2Pcs)

Q3. Universal tips each size of micropipette kindly advise on how costing should be done

A3. Tips 25 pack of 50 pcs for every level (0.5-10microL; 10-100microL; 100-1000microL; 1000-5000microl)

Q4. Item number 15: Continuous magnetic belt. We request the authority to please fill the attached Questionnaire so as to propose the suitable product.

A4. The specifications are provided in the tender document



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Q5. Item number 25 Freezer: Confirm the required capacity, and sizes to offer the suitable product

A5. Freezer-230liter capacity

Q6. Item 21: Millipore water purifier (charcoal, ion exchange column and UV). The requested water purification system is brand specific. Kindly confirm if other brands are acceptable

A6. Yes, other brands of equivalent quality are acceptable.

Q7. The tender number as “In the Invitation of Tender”: The tender number is mentioned as TBK/OT/15/2022-2023, whereas in the tender document, it is mentioned as TBK/OT/16/2022-2023. Please confirm the correct tender number to proceed

A7. Two tenders, TBK/OT/15/2022-2023 and TBK/OT/16/2022-2023 were advertised at the same time and are separate from one another

Q8. Payment Terms: We request the authority to pay the Contract Price to the Supplier, within the period of the contract agreement that is Irrevocable L/C Payable 80% against submission of documents/invoice and balance 20% against acceptance letter

A8. As per government regulations, unless otherwise stated in a contract, payment shall be made after full delivery.

Q9. Delivery period: We kindly request the authority to extend the delivery period 60days to 75 days from the date of opening of Irrevocable L/C instead from the requested 30days to 45 days from date of order.

A9. Tender requirements shall not be changed at this time, kindly comply

Q10. Expound on continuous Magnetic Belt specifications



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A10. Belt that strips off captured tramp metal and discharges off the side

Minute 04 TBK/OT/15&16/2022-2023: Adjournment

There being no further questions, Tea Board thanked all present for attending the pre-bidder conference.

The meeting was adjourned at 12:45 pm.

Approvals

Minutes Prepared by:

Ms. Doreen Mutheu Sign :.....

Date:.....

(Secretary)

Approved by:

Mr. Willy Mutai

Sign :.....

Date:.....

(Chairman)